



# Town of Groton - Public Works

## Meeting Minutes

### Permanent School Building Committee

134 Groton Long Point Rd  
Groton, CT 06340-4394  
Public Works  
Administration  
(860) 448-4083

**Chairman Rick DeMatto, Robert J. Austin-LaFrance, Robert K. Frink, Richard Monteiro and David Russell**

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Thursday, February 2, 2012

7:00 PM

Town Hall Annex - Community Room 1

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**1. ROLL CALL**

*The meeting was called to order at 7:01 PM.*

*Staff: Rick Norris, Project Manager- School Building and Wes Greenleaf Director of School Buildings and Grounds, GPS.*

*Others present: Mike Doyle*

*Members Present: Chairman Rick DeMatto, Robert J. Austin-LaFrance, Robert K. Frink and David Russell*

*Members Absent: Richard Monteiro*

**2. RECEIPT OF CITIZEN'S PETITIONS, COMMENTS AND CONCERNS**

*Resident, Jack Sebastian, 4 East Shore Avenue, provided comments on buildings and maintenance.*

**3. APPROVAL OF MINUTES**

**(a) January 5, 2012**

*A motion was made by Mr. Russell and seconded by Mr. Frink to accept the meeting minutes of January 5, 2012 as written. The motion passed unanimously.*

**4. COMMUNICATIONS AND REPORTS (other than Subcommittee reports)**

**(a) PSBC Members**

*Mr. Doyle has submitted his application for membership to the Town Clerk. Chairman DeMatto read a Thank You letter from the Board of Education Chairman to the Committee. A brief discussion followed.*

**P-2012-0002 Thank You memo Board of Education**

Thank You memo Board of Education

**(b) Staff**

*Mr. Norris reported on the windows at Fitch High School. There was a discussion on the preparations of the Cutler and West Side Middle Schools to absorb the Fitch Middle School population when that facility is closed. Discussed the need for portable classrooms. The Committee, by consensus, does not favor the installation of portable classrooms. The PSBC discussed possible Committee involvement.*

*The PSBC, by consensus, stands ready to be involved as independent oversight of SDE Grants and funds related to this project ensuring funds are expended in the best interest of the Town and representing the public interest.*

*Mr. Greenleaf will provide more information related to the project at the next meeting.*

**5. RECEIPT OF SUBCOMMITTEE REPORTS**

**6. UNFINISHED BUSINESS**

**P-2011-0001      Define Project Oversight Responsibilities**

*The PSBC reviewed the draft proposal for the PSBC roles and responsibilities. Mr. Norris is seeking guidance on the proper language on the issue for the final proposal. Mr. Frink urged the Committee to forward their comments or suggestions for the proposal.*

**7.      NEW BUSINESS****P-2011-0002      Lessons Learned****P-2012-0001      New School Facilities Survey**

*The Committee discussed the results of the New Schools Facilities Survey presented by Mr. Greenleaf.*

**8.      OTHER BUSINESS**

*The next meeting of the PSBC will be the regular meeting on Thursday, February 16, 2012.*

**9.      ADJOURNMENT**

*The meeting adjourned at 8:15 PM.*